

1961/2020



DISTRICT WATER & SANITATION MISSION: JAGATSINGHPUR
 At/P.O.-Saanra, Via-Nalibar, Jagatsinghpur, PIN- 754104
 E mail-dwsmjagatsinghpur@gmail.com



TENDER CALL NOTICE

Annexure-A

Sealed quotation/tenders are hereby invited from all interested persons/ Travelling Agencies/ Trust having only commercial light vehicles Buloro/Sumo Gold/Ertiga or any other like same nature for contractual deployment under DWSM, Jagatsinghpur for official use on day to day basis which shall conform to the following terms & conditions.

1. The vehicle must be in road worthy condition, shall not be more than Two years old from the date of initial registration & must have valid Registration Certificate, Insurance Certificate, proof of up-to-date tax payment etc. Which are mandatory for playing of vehicles.
2. The Daily rate of hire charges must be quoted separately in the general bid information (Excluding Fuel). The Daily rate of hire charges quoted for all the above categories of vehicle should not exceed the maximum hire charges per day excluding diesel cost fixed by the finance department, Government of Odisha for the category of vehicle. The vehicle must achieve a fuel efficiency of 10 Kms/Ltr. The details of make, Year of Mfg. Of vehicle, Registration No., mileage (kms covered per ltr), and Name of the driver with driving licence No. & period of validity should be specially provided in the general bid information format.
3. The driver who will be engaged to drive the vehicle by the agency/ driver of the office must have a valid driving licence for driving light vehicles and should be sufficiently experienced in driving the vehicle. The drive must follow the traffic rules and other regulations prescribed by the Govt. to this effect from time to time. The office has the right to ask the agency for removal of driver in case found incompetent, disorderedly or undisciplined.
4. The driver should be well behaved, gentle and obedient in nature. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and carry a mobile phone for which no additional payment shall be made by the Office.
5. Fuel:- The fuel consumed during the period of running may be supplied by the agency and bill will be reimbursed @10kms/ltr.
6. Drivers liability: The salary and other benefit to driver of vehicle will be borne by agency.
7. Repair & Maintenance: Repair and maintenance will be at the cost & risky of Agency.
8. Substitute: The agency has to provide a similar type of vehicle only as an alternative arrangement during the breakdown of the above vehicle. Road Tax, Insurance charges of the vehicle including Taxi permit and other incidental expenses will be borne by agency.
9. Documents: All valid documents of vehicle such as driving licence of the driver, road tax, ownership, R.C Book, fitness, Insurance etc. Should be up-to date and available with the driver at his custody.
10. Log Book: the driver has to maintain a log book. All the entries will be made on daily basis and the log book will be countersigned by the Officer used the vehicle. The log book will be submitted by the driver once in a week before the DSC, DWSM, Jagatsinghpur for verification of same.
11. Payment: The payment towards hiring of vehicle shall be made on monthly basis. The agency is required to submit the bills in triplicate along with the supporting documents within 7th of every month in the office of PD-DRDA cum-Member secretary, DWSM Jagatsinghpur to process the bill for payment. No advance payment will be made in this regard.

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12. Tax: Service tax will be paid extra as applicable.
13. The toll fee/entry fee/parking fee etc. Will be reimbursed along with the monthly bill subject to production of slips/tickets.
14. The vehicle should conform to the pollution norms prescribed if any by the Transport Department of Govt.
15. The vehicle must be kept neat and clean and in perfect condition and should be provided with the basis neat and clean seat covers and curtains.
16. The agency shall provide vehicles as per the requirement of the Office as and when required.
17. The rate contract for hiring of vehicles shall be valid initially for one year and can be curtailed/extended by the office. Either party can terminate the contract within 30 days prior notice.
18. In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. If any.
19. The office will not be responsibility for any legal disputes with any party in connection with the vehicle/owner or any other accident during the period of engagement.
20. The office shall not be held responsible whether financially or otherwise for any injury or loss to the driver or person deployed by the agency during the course of performing duties. On the other hand, the agency will remain liable for and indemnify the office against any injury, loss/damage caused to the user officers/employees due to negligence of the driver or any other person deployed by the agency while executing the work.
21. The penalties as would be decided by the office shall be imposed on the agency for not providing vehicles in time, misbehaviour of driver or for not providing substitute vehicles when required.
22. The sealed quotation should be submitted in specific format super scribing as " Quotation for Hiring of Vehicles" addressed to the PD DRDA-cum Member Secretary ,DWSM, Jagatsinghpur.
23. The quotation papers completed in all respect should reach the undersigned through speed post/Registered Post only on or before 15.12.2020 up to 3 P.M and shall be opened on the same day at 4.00 PM in the presence of bidders or their authorised representations. Delay in postal delivery after due date and time will not be taken into consideration.
24. Any other point related to hiring of the vehicle may be settled on negotiation subject to confirmation of the same by the competent Authority.
25. The authority reserves the right to accept or reject quotations without assigning any reason thereof.
26. All the disputes shall be subjected to the jurisdiction of the court at Jagatsinghpur in the State of Odisha.

[Handwritten Signature]
 15/12/2020

PD DRDA-cum-Member Secretary,

DWSM, Jagatsinghpur

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**Annexure-B****GENERAL INFORMATION FOR HIRING OF VEHICLES**

1. Registration Number of Vehicle:
2. Type of vehicle with model:
3. Year of Manufacturing :
4. Dt. Of Registration:
5. Name & Corresponding address of the owner of Vehicle:
6. Validity of fitness Certificate:
7. Road Permit validity:
8. Insurance validity:
9. Name and address of Driver:
10. DL No.& Validity of DL of the Driver :
11. Proposed hire charge of vehicle per month excluding fuel cost:
12. Rate of fuel consumption/ mileage per litter:
13. Contact Number of Service provider (Quotationer/Tendered):
Mobile No. Telephone No.
14. GST Registration Certificate:

Certified that the information submitted above is true to the best of my knowledge and belief.

(Seal & Signature of Quotationer)